

INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA - RECRUITMENT

Who is your data controller?

The controller, i.e. an entity that decides how your personal data will be used is YAREAL Polska spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (ul. Giełdowa 1, 01-211 Warszawa) (hereinafter referred to as „We”, „Yareal” or „the Company”).

How can you contact us?

If you have any questions about the processing and protection of your personal data, you can contact YAREAL POLSKA group’s data protection officer by email: iod@yareal.com.

Where did we get your data from?

We received it from you in your response to our job offer. You provided us with your personal data in your application documents (CV, cover letter). Our offers are posted on the website pracuj.pl, but you could also provide us with your data directly (e.g. by sending an email, or by providing it personally at our office, or during a meeting with our representative).

What is the purpose and legal basis for processing your personal data?

1. We process your personal data set out in Article 22¹ § 1 of the Polish Labour Code (forenames and surname, date of birth, contact details provided by you, education, professional qualifications, previous employment) **based on a legal obligation to which the controller is subject** (Article 6(1)(c) of the GDPR in conjunction with Article 22¹ § 1 of the Polish Labour Code). We may also request other data from you if this is provided for in separate regulations.
2. We process your data other than that specified in clause 1 above **based on your freely given consent** (Article 6(1)(a) of the GDPR), i.e. we only require that you provide the data specified in clause 1. We will process data other than that provided by you based on your consent that you have given by voluntarily supplying such data to us.

You can withdraw your consent at any time. Remember that withdrawal of consent will have effect only in the future – we will no longer process your data, but the processing that took place before such withdrawal will be justified.

Are you obliged to provide your personal data to us?

The provision of the personal data specified in Article 22¹ § 1 of the Polish Labour Code (see Clause 1 above) is necessary for you to participate in our recruitment process. If you do not provide this data, your application will not be considered in the recruitment process. However, provision of other personal data is completely voluntary.

What are your rights in relation to your personal data?

In accordance with data protection legislation, you have the right of access, rectification and erasure of your data, restriction of its processing, the right to data portability, the right not to be subject to automated decision-making, including profiling, and the right to object to the processing of your personal data. You also have the right to lodge a complaint with a supervisory authority (President of the Personal Data Protection Office).

RIGHT TO	WHEN?
ACCESS TO PERSONAL DATA INCLUDING OBTAINING A COPY OF PERSONAL DATA (Article 15 of the GDPR)	You can exercise it at any time. Remember that if you request further copies of your data, the controller may charge a fee based on administrative costs (Article 15(3) of the GDPR).
RECTIFICATION (Article 16 of the GDPR)	Whenever you notice that your data is incorrect or incomplete (Article 16 of the GDPR).
ERASURE <i>"RIGHT TO BE FORGOTTEN"</i> (Article 17 of the GDPR)	You can request this from the controller when: - the personal data are no longer necessary in relation to the purposes for which they were collected; - you have withdrawn your consent on which the processing was based; - you object to the processing and there are no overriding legitimate grounds of the controller; - the processing is unlawful; - there is a legal obligation to erase your data.
RESTRICTION OF PROCESSING (Article 18 of the GDPR)	You can request this from the controller when: - you notice that your data is inaccurate; - you object to the processing; - you may request restriction of processing of your personal data for a period enabling us to verify the accuracy of the data; - the processing is unlawful and you oppose the erasure of the personal data; - the purpose of the processing has been achieved by the controller, but they are required by you for the establishment, exercise or defence of legal claims; - the data is stored until you request to have it erased.
DATA PORTABILITY (Article 20 of the GDPR)	You can request this at any time. You receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable form. We will transmit your data in this form to another controller of your choice, where technically feasible.

NOT TO BE SUBJECT TO AUTOMATED DECISION-MAKING (Article 22 of the GDPR)	This right does not apply because the automated processing of your personal data (including profiling) does not produce legal effects concerning you nor does it similarly significantly affect you.
A COMPLAINT WITH A SUPERVISORY AUTHORITY (Article 15(1)(f) of the GDPR)	At any time you believe that your data is being processed unlawfully.

Where can you lodge a complaint related to the processing of your personal data?

You have the right to lodge a complaint related to the processing of your personal data by us with a supervisory authority, which is the President of the Personal Data Protection Office

How long do we keep your personal data for?

Your personal data will be kept until the recruitment process ends. Then your data will be permanently erased.

Who do we share your personal data with?

We make your data available to the recruitment platform provider pracuj.pl, through which we publish job offers and collect applications.

All processors that process your personal data for us are required to provide appropriate technical and organisational measures to ensure the protection of your personal data. The processors that process your personal data for us may only process it only on our documented instructions and for the purposes indicated by us.

Do we process your personal data automatically (including through profiling) in a way that affects your rights?

Your data will be processed by automated means (including by using IT software to manage the database of our candidates); as a result of such processing you will not be subject to any decisions that have legal, financial or other similar consequences. Decisions regarding the assessment of individual candidates and competence will be made each time by the authorized employee of Yareal Polska.